

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT NO. 2 FOR 2011



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** September 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 HOLIDAY	7	8	9 Planning & Zoning Commission	10	11
12	13 Council Meeting	14	15	16	17	18
19	20	21 BZA Training and Organizational Meeting	22	23	24	25
26	27 Council Meeting	28	29	30		

GENERAL GOVERNMENT

Attended WRCC meeting on the new storm water regulations.

Convened a meeting of the Common Council Economic Development Committee.

Represented the City at the Ravens/Giant press conference.

Staffed the Ravens booth at the McDaniel Training Camp.

Participated in the Union Crossing Broker's Open House.

Toured the County Landfill operations to discuss solutions to the lechate problem.

Convened a meeting of the Common Council Finance Committee.

Met with MDE officials to negotiate the terms of the permit for the Gisele Well and the intake at Little Pipe Creek.

Toured the Waste Water Treatment Plant with the Mayor and Common Council.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	2
Press Releases	10	17
Videos	0	0
Council Meetings	1	2

FINANCE & ADMINISTRATIVE SERVICES

1. Finance

- a. McGladrey & Pullen completed their first days on site performing data gathering and completing the "prepared by client" list of audit requirements. They are scheduled to begin field work on 9/7/2010.
- b. Rager, Lehman and Houck has been on site for the month providing accounting services in preparation for the annual financial and single audits. They are reviewing all audit schedules to help ensure that the City is ready for its annual audit. They will also be developing the City's Financial Statements as part of the readiness exercise.
- c. In August Finance and IT completed the data conversion for Fixed Assets. This will replace the current practice of having RLH prepare "Excel" depreciation schedules each year.

2. Technology Services

- a. The D/R servers are currently being readied for installation and implementation of the facility later in August subsequent to the implementation of new data transfer equipment.
 - b. Planning work has begun on the new Voice Over Internet Protocol (VOIP) system as a pilot is scheduled for the latter part of the year utilizing Office Communications Server in a virtual environment to enable the replacement of the outdated and unsupported voicemail system.
3. Housing Services
- a. The PHA has increased the number of voucher holders by 10 in an effort to increase administrative fees received from HUD.
 - b. One Housing Specialist has resigned and a replacement is scheduled for September.

HUMAN RESOURCES

1. Benefits

- a) In coordination with the Wellness Committee, planned a “Nutrition 102” lunch and learn on September 20th for employees. The training will be provided by Business Health Services, the City’s EAP provider.
- b) In coordination with the Wellness Committee, planned a “Lose to Win” eight-week weight loss program to begin in early October. The program guidelines are provided by United Healthcare, the City’s health insurance carrier.
- c) Began planning the 6th annual Employee EXPO to be held on November 4th.

2. Policies

- a) Drafted an Intern Program Guidelines Handbook to provide student interns with the rules, regulations, information and policies that will assist them during their internship with the City.

3. Recruitment

a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	1	1	0	28
Part-time	0	0	0	0
Temporary	0	0	0	0
Seasonal	0	0	0	0

b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
1	0	3	1

4. Risk Management

- a) Five (5) insurance claims filed.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 33 inquires from the public; including residents, real estate appraisers and developers.
2. Planned and attended the Westminster Planning and Zoning Commission Meeting held on August 12, 2010; held the WPZC Public Hearing on 2010 Comprehensive Re-Zoning.
3. Followed FEMA requirements to notify property owners effected by the Flood Insurance Rate Map changes/updates; reviewed Flood Insurance Rate Map for errors and sent corrections to AMEC Earth & Environmental.
4. Developed a contact list for the 2010 Community Forestry Workshop, including members of the MD Arborist Association, DNR Licensed Tree Experts, MD Urban Forestry Committee and Local Government Contacts; mailed out 300 registration packets.
5. Worked with McDaniel College to finalize the 2010 Community Forestry Workshop Contract; coordinated with Bartlett Tree Experts to finalize the Workshop Agenda.
6. Conducted comprehensive development review on the site plan for the West Branch Trade Center - Lot 21A.
7. Used community outreach efforts to invite members of local community music organizations to perform at the 2010 Historic House Tour; received 7 acceptance letters.
8. Wrote a Community Video Script about the accomplishments of the Tri-Street Advisory Committee 2009-2010.

9. Provided the Belle Grove Square Neighborhood Association with a Neighborhood Plan Outline and examples for their August 17, 2010 Meeting.

Geographic Information System (GIS)

1. Completed the McDaniel College “Freshmen Guide to Westminster,” a specialized map that provides new students, and their parents, orientation to key areas of Westminster.
2. Worked with the Police Department Staff to create a Check-Point Map
3. Developed a “Comprehensive Review and Quality Check” of the Westminster Sewer Map, in order to resolve any issues or errors before distributing new maps to Public Works Staff.
4. Supported the Engineering Specialist by integrating data files from recent projects into the City GIS and the City Access Database; ensured compatibility and consistency with existing files.
5. Prepared Comparison Maps of the proposed Comprehensive Re-Zoning Areas; used at the Public Hearing held on August 12, 2010.

Development Review

1. Requested mylars for signature for the Crossroads Square (Lone Star Steakhouse Redevelopment) Chipotle and Vitamin Shoppe projects. A water allocation was completed based on the previous use of the project as a restaurant.
2. Completed the bond release for Westminster Technology Park – Lot 4 (General Dynamics). The ten percent maintenance bond remains in effect. As noted below, the landscape bond remains in effect.
3. Continued plan review for the following projects: Stonegate (Naganna Property), Section 1, Phases I, II and III – 64 lots; and Roop’s Mill project – 84 lots.
4. There is an ongoing review with the Westminster Shopping Center in regards to the proposed Susquehanna Bank, proposed to be located at the corner of MD Route 140 and Englar Road. There is an issue with SHA regarding the future widening of MD Route 140. There is an approved Project Planning Study, which restricts building in the future right of way. Other issues concerning access, parking and the drive-thru are also under review. The review process continues.
5. Completed landscape review for Westminster Technology Park – Lot 4 (General Dynamics). Review comments from Eric Schlitzer, City Arborist, were conveyed to the owner. No bond was released.

6. The following application and review fees were collected in August 2010:

	Review Fees Collected
Monthly Total	\$0
YTD Total	\$7,400.00

Economic Development

1. Coordinated the preparation of the 2010/2011 Downtown Westminster/McDaniel College Discount Guide. Recruited 59 downtown businesses to participate, which is up four from 2009. The Discount Guide is already up on the McDaniel College website.
2. Began preparations for Midnight Madness:
 - a. Requested downtown merchants to advise if they were participating in Midnight Madness & provide what special offers they will have that evening
 - b. Recruited entertainment for the Locust Lane Stage – Skyla Burrell Band, d.a.n.c.e.Inc., Tri-Star Marital Arts, and Ros Wilting; in front of American Auction & Appraisals – Greg Gottlieb & Friends; and at the corner of Main and Liberty Streets - Carroll Rhythms Drum Circle
 - c. Arranged with the Carroll Arts Center for chairs for the drum circle
 - d. Prepared “Save the Date” ads for Midnight Madness for the Westminster & Eldersburg Advocates
 - e. Ordered and began distribution of Midnight Madness posters
3. Attended the Main Street Managers Quarterly Meeting in Bel Air.
4. Assisted Harvestin’ Natural Foods in finding a new home at 38 West Main Street. Harvestin’ will relocate there in September. The space was previously occupied by Paintball Wholesalers who moved their retail operation to their paintball field outside of Taneytown.
5. Staff continues to work with Room for Friends, a face-to-face social networking business, at 11 Liberty Street that is currently performing interior renovations.
6. Received approval for the 19-25 Liberty Street façade project from the Maryland Historical Trust, Department of Housing and Community Development and Westminster Town Center Corporation. Prepared agreement documents.

7. Continued to assist the Historical Society of Carroll County with their façade project applications for 206 East Main Street and 210 East Main Street. Since there are historic easements on these properties, the façade applications must also be reviewed by the Maryland Historical Trust's Easement Committee. Provided the Historical Society with photographs that complied with the Easement Committee's requirements.
8. Continued to prepare and send Downtown Westminster Farmers Market ads to the Westminster Advocate for publication.
9. Began marketing efforts for the 2010 Miracle on Main Street Holiday Event that will be held on November 27th.
10. Prepared for distribution the September/October issue of the Downtown Westminster Main Street News.

Community Development

1. The following sign permits were processed in August 2010:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	7	\$500.00
YTD Totals	12	\$950.00

2. Submitted a Community Legacy Grant application to DHCD in the amount of \$491,000. The grant, if funded, would pay for street lighting along Pennsylvania Avenue from Union Street to Sullivan Avenue, as well as for two new downtown Westminster street signs. A resolution was prepared that will be submitted to the Mayor and Common Council for approval on September 13, 2010.
3. Attended bi-weekly Union Crossing construction meetings.
4. Working with City staff and the DHCD officials to close-out the CDBG for the Westminster Community Center project.

Zoning

1. Planning staff worked with the City's IT staff to automate the processing of property maintenance liens recorded against properties for violations. The initial

database was updated and the information will be used to verify those properties that have outstanding liens. This project is about 95% complete, with all outstanding liens available online, along with scanned copies. The last part of this project is the creation of a lien interest rate calculator.

2. Work continues to have the City's Arts and Culture Overlay Zone in ordinance form and introduced before the Mayor and Common Council on Monday, 13, 2010. The final drafting of the ordinance is being completed by the City Attorney. This ordinance will be subject to public hearings due to it being a text amendment to the City's Zoning Ordinance. Once the text is adopted in the form of the ordinance, a map amendment would then be required.
3. Work continues to have an updated Chapter 119 in ordinance form and introduced before the Mayor and Common Council on Monday, September 27, 2010. The final drafting of the ordinance is being completed by the City Attorney.
4. The following construction inspection fees were paid in August 2010:

	General	Water	Sewer
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$0.00	\$0.00	\$0.00

5. The following building permits were approved in August 2010:

	# of Building Permits
Monthly Total	30
YTD Total	55

6. The Planning and Zoning Commission met on August 12, 2010. The Commission conducted a public hearing on the "City of Westminster Comprehensive Rezoning of 2010" comprehensive zoning map amendment to implement the land use recommendations contained in the 2009 Comprehensive Plan. After the hearing, the Commission decided to keep the record open until Friday, August 20, 2010 and make a final recommendation at the September 9, 2010 meeting. The Mayor and Common Council's advertised public hearing is scheduled for Monday, October 11, 2010. The Commission also approved sign permits for the Goodwill site on Baltimore Boulevard and the site plan for Lot 21A in the West Branch Trade Center, which will be the offices for a local doctor. Finally, the Commission made its recommendation on the text amendment to increase the size of the City's Historic District Commission to six members. After discussion, the Commission made a recommendation to the

Mayor and Common Council to modify the language to read “up to seven” members instead of “six”.

7. The following fees related to new and expanded development were paid in August 2010.

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$26,220.00	\$27,480.00	\$19,200.00
YTD Totals	\$72,840.40	\$75,857.60	\$43,239.30

8. Sent nine zoning letters in August 2010.
9. The Director of Planning, Zoning and Development participated in Ravens’ Military Appreciation Day on August 17, 2010. A total of 750 Soldiers, along with approximately 750 additional family members, participated in the event. It was the largest single-day event during the Ravens’ training camp.
10. Finalized planning for a training and organization session for the Board of Zoning Appeals at a date to be determined. This session would provide new members with background information in a training session, with a portion of the meeting for organizational issues such as electing a chair and setting regular meeting dates.

Code Enforcement

1. A total of 77 separate code issues were handled during August 2010:

Complaint Type	# of Incidents	Compliance	Court Case	Fines	% of Total
Grass/Weeds	36	30	0	0	46%
Untagged Vehicles	8	6	0	0	10%
Trash/Rubbish	6	4	1	1	8%
Property Maintenance	4	2	0	0	5%
Solid Waste	2	2	0	0	3%
Rental Registration	2	2	0	0	3%
Private Inspections	3	2	0	0	4%
Sidewalks	3	2	1	1	4%
Trees/Hedges	2	1	0	0	3%

Condemnations	1	1	0	0	1%
Water Shut-Offs	10	1	0	0	13%
Snow Removal	0	0	0	0	0%
Water Violations	0	0	0	0	0%
All Others	0	0	0	0	0%
Monthly Totals	77	53	2	2	100%
Yearly Totals	108	72	5	2	100%

2. The following HQS inspections for the Section 8 Program were completed during August 2010:

Type of Inspection	# of Inspections	# in Compliance	Overall %
Annals	24	19	79%
Re-Inspections	5	4	80%
New Units	8	8	100%
Landlord Request	0	0	0%
Tenant Request	2	2	100%
Special Request	2	2	100%
HQS Supervisory	2	0	0%
Monthly Totals	43	35	81%
YTD Totals	73	56	75%

3. The City's Code Inspector and City Attorney representative took five cases to court, resulting in the judge ordering a \$100 judgment against the owner of 29 Cypress Point Court and a \$200 judgment against the owner of 2 Webster Street, along with an abatement order to remove the gate locks and abate the 8 foot tall grass at the property. Three cases were dismissed due to the violations being corrected.
4. The City's Code Inspector conducted numerous private, non-Section 8 related inspections for bed bugs and roaches at two different apartment complexes in Westminster. In one case, the City is working with an owner to bond for the approximately \$5,999 for pest control work to cover the entire complex in lieu of prosecution.

5. The City's Code Inspector completed two zoning investigations, one involving chickens in the backyard of a house in the Greens. With the cooperation of the property owner, the chickens were removed and the violation was corrected.
6. The City's Zoning Administrator and Code Inspector met with the Middlebrooke HOA President and reviewed over key issues for the neighborhood.
7. \$200 in fines was paid in August 2010 for code violations.
8. Water shut-off notices were added to the statistics for August 2010, as this item is now a major category each month.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
August 2010	1,041	58	12	9	244	255
2010 YTD	8,016	514	154	79	2,432	1,984
2009 TYD	7,846	441	127	67	2,945	1,379

Significant Cases in August:

1. **Fight With Shots Fired (Reported August 13, 2010):** On August 13th at approximately 1:30 a.m. officers were dispatched to the parking lot of the Bishops Garth Apartments for a large fight. While in route they were further advised that several shots had been fired. Upon their arrival on the scene officers determined that the fight stemmed from an argument between a local male and four females. The male was reported to have struck one of the females in the face during the argument, resulting in a large fight. During the melee, another male was reported to have displayed a handgun and fired several shots into the air. No one was injured and the crowd began to disperse once the shots were fired. The male who started the fight was ultimately identified and arrested for assault. Efforts to identify the shooter have thus far proved unsuccessful. It is noted that several expended shell cases were found at the scene. A cash reward has been offered for information leading to the arrest and conviction of the suspect responsible for the shooting. This investigation is ongoing.
2. **Credit Card Fraud (Reported August 24, 2010):** On August 24th at approximately 3:30 p.m. officers were dispatched to the Boscov's Store in the Town Mall for a reported credit card fraud in progress. It was reported that a male and female had entered the store

and attempted to purchase a flat screen TV with a fraudulent credit card. Prior to the officers arriving at the scene the suspects fled the mall in a vehicle. That vehicle was observed on Center Street and a short pursuit ensued. The suspect vehicle crashed on the parking lot of a car dealer on Ralph Street and both suspects fled on foot. Both were apprehended a short time later by responding officers. Investigation has revealed that these same two suspects had previously victimized six (6) other Boscov Stores in the region, purchasing televisions and other items valued at more than \$26,000 using fraudulent credit cards. This case remains under active investigation by local and federal investigators.

3. **Residential Burglary (Reported August 2, 2010):** The victim in this case reported that someone had entered her home in the 800 block of Crows Court between July 26th and August 2nd and stolen approximately 30 DVD's from their storage location within a bedroom. There were no signs of forced entry to the home and nothing else appeared to have been disturbed or stolen. There are no suspects or leads in this case at this time.
4. **Storehouse Burglary (Reported August 3, 2010):** The victim in this case reported that the concession stand at Jaycee Park on Johahn Drive had been burglarized overnight. Investigation revealed that the lock had been cut off of the metal bar securing the door, providing access to the interior. Once inside the suspect(s) stole approximately \$900 in candy and sodas which were stored inside. A suspect was developed in this case and a search warrant was served at a nearby residence, resulting in the recovery of a large amount of candy matching that stolen in the burglary. Bolt cutters were also recovered which are being compared to the lock which was forcibly removed from the door. This case remains under active investigation.
5. **Residential Burglary (Reported August 11, 2010):** On August 11th at approximately 2:40 p.m. officers were dispatched to a residence in the unit block of Milton Avenue regarding a possible burglary in progress. Upon arrival they spoke with the victim who advised that she was in the bedroom of the home on the second floor when she heard a loud bang on a lower level of the residence. After determining that the noise was not caused by her roommates returning home, the victim called the police. Officers found an open door from the rear yard of the home into the garage. They also observed that the door between the garage and the basement of the home had been forced opened. A footprint could be observed on the door. Investigation revealed that nothing was stolen from the home during the burglary. Additionally, a check with neighbors failed to reveal any information of investigative value. There are no substantive leads in this case at this time.
6. **Residential Burglary (Reported August 16, 2010):** The victim in this case reported that an apartment building which he owns in the 100 block of East Main Street had been burglarized at some time overnight. Investigation revealed that entry was gained by forcibly removing a screen and breaking a window to gain access to the laundry room of the residence. Once inside the suspect(s) used the washer and dryer to launder their

clothing prior to leaving the residence. Other items of obvious value within the laundry room were left undisturbed. The victim suspects a local homeless person who has been to the residence in the past. There are no substantive leads in this case at this time.

Significant Activities in August:

1. During the week of August 2nd several members of the Police Department participated in the “**Camp Cops**” program at the Carroll County Farm Museum. Camp Cops is an annual week-long collaborative effort hosted by the Maryland State Police, the Westminster Police Department and the Carroll County Sheriff’s Office. The goal of the program is to expose local youth to local police officers in a positive and non-confrontational setting while at the same time building their self-esteem, confidence and leadership potential. This year more than 100 local middle school students participated in the program which included military drill and ceremony, instruction on basic police skills, teambuilding exercises, SWAT and canine displays and lots of fun for all involved. Sergeant Keith Benfer of our Community Education Section has been an integral part of the planning team for this event for the past several years.
2. On August 3rd the Police Department and several City officials participated in the annual **National Night Out** celebration. Five communities around Westminster participated in this year’s event which is designed to heighten crime prevention awareness, generate support for local anti-crime initiatives, strengthen police-community partnerships and send a message to criminals letting them know that neighborhoods are organized and fighting back against crime. Each of the events was staffed by a police officer who distributed crime prevention materials and answered questions posed by neighbors. Members of the Command Staff and City officials visited each of the celebrations to show their commitment and support of this great annual event.
3. On August 27th the Department hosted a **promotional ceremony** during which the following members were promoted to positions of greater responsibility:
 - a. **PFC Steven Arnold promoted to the rank of Corporal.** Corporal Arnold was recognized for his professionalism and ongoing dedication to duty. He has the distinction of being the only WPD employee to have received “Volunteer of the Year”, “Civilian of the Year” and “Police Officer of the Year” recognition during his tenure with the Department.
 - b. **Corporal James Pullen promoted to the rank of Sergeant.** Sergeant Pullen has served as both a Constable in England and a Police Officer here in Westminster. He is a prior recipient of the Medal of Valor and was recognized as our “Police Officer of the Year” in both 2002 and 2004.

Pullen is also well known as a statewide expert in the enforcement of drunk and drugged driving laws.

RECREATION & PARKS

- Administration
 - Chair Miracle on Main
 - Site visit with Marge –Raven’s training camp
 - Managing pool and camp staff
 - Westminster Fallfest
 - Complete grant application for Community Parks Playground Grant through the state. Requesting \$700K to replace the lighting at City Park.
 - Developing new strategies for marketing Recreation and Parks
 - Working with Carroll County Recreation and Parks with cross promotions
- Recreation and Parks Capital Projects
 - Wakefield Valley Trail Extension– Continue working with the state on intersection upgrades
 - City Pool Playground – Continue to work on specifications book
 - Working with a Boy Scout on his Eagle Scout badge. Plans to install 2 park benches with trees beside them on the Wakefield Valley Trail
- Programs and Events
 - Processing Fallfest parade and vender applications
 - Looking at software to begin on-line registrations
 - Coordinating the Perrenial Swap
 - Rentals – Processed 49 permits for pavilion and field use
 - Working on Santa’s Treat and Tree Lighting

- Continue processing Field Rentals with Carroll County Recreation and Parks for Fall
- Continue 3 on 3 basketball league continues at Jaycee Park
- Continue to update Recreation and Parks Website
- Continue to pay invoices for Department operating and Programs and Events
- Organizing info for 2011 Carroll County Calendar of Events
- Working on Daddy Daughter and Mother Son Dates in October
- Sending out sponsor letters for Santa's Treat
- Family Workout Center
 - New Memberships - 49
 - Recorded over 6,247. visits to the center
 - Revenue for the month – Enrollment \$1,252.50, Monthly Dues \$18,760., Rent \$1,160., Guest fees, \$1,365., other \$190., Totaling \$22,727,50.
 - Assisted the city in staffing the Ravens Booth
 - Held AFAA Personal Training Certification
 - Aqua Aerobics classes at the pool
- Parks
 - Take care of several acts of vandalism to included brake-ins, destruction of property and theft
 - Park inspections
 - Continue to work with ARC providing maintenance to the parks
 - Pavilion and Field revenue for August \$865
- Camps
 - 27 kids enrolled in August, down 20% from last year
 - Continue processing camp registrations.

- Revenue for the month \$5,712.50
- Pool
 - Total revenue for August- \$5,770.00
 - Pool Staff saved a 62 year old women's life
 - Continue to run the day to day operations
 - Hold Aqua Aerobics at the pool

PUBLIC WORKS

CRANBERRY WATER SYSTEM

CRANBERRY WATER SYSTEM SOURCES

CRANBERRY BRANCH	9.9798	MG
HULL CREEK	16.8147	MG
RAW RESERVOIR	28.533	MG
OTHER	0	MG
TOTAL TREATED	55.3275	MG

WELL 3	2.59928	MG
WELL 4	0	MG
WELL 5	6.44696	MG
WELL 6	2.74223	MG
WELL 7	3.106026	MG
WELL 8	2.5422	MG
WELL 9 & 10	3.63759	MG
WELL 11	3.552121	MG

TOTAL DELIVERED TO SYSTEM	75.858792	MG
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WELL 5 BACKWASH	0.00083	MG
WELL 7 BACKWASH	0.27066	MG
DAILY AVERAGE	2.44706	MG
PLANT USE		MG
FILTER BACKWASH	3.81514	MG
HOURS OPERATED	744	

WAKEFIELD WELL SYSTEM

WELL 1	2.9745	MG
WELL 2	1.58262	MG
TOTAL DELIVERED TO SYSTEM	4.55712	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.14700	MG

SLUDGE PUMPED TO WWTP 730,760 GALLONS
 REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
 COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS
 COMPLETING THE MONTHLY OPERATION REPORTS AS REQUIRED
 CLEANED THE SED BASINS TO THE OLD FILTERS TO IMPROVE THE
 WATER QUALITY FOR THE RECYCLED BACKWASH
 REMOVED AND REPLACED OLD CARBON AT WELL 4
 PINNING CELLS TO IMPROVE THE LOG REMOVAL EFFICIENCY
 JOSH WAMPLER PASSED HIS CDL DRIVING TEST.
 WEIR READING EVERY DAY FOR THE MONTH OF AUGUST PER MDE

Wastewater Treatment Plant

Total Flow 136.574 MG

Ave. Daily Flow 4.406 MGD

Sludge (Integrated Agronomics) 375.6085 wet tons

Septage Sludge 89.95 wet tons

Operations:

Operated Gensets for electrical curtailment program

Replaced the Hayward strainer for non-potable water

Replaced bearings on Belt filter press #1

The Mayor and Council toured the wastewater plant

Safety training

Recycles to Landfill

Routine Maintenance

STREET DEPARTMENT

Grounds Maintenance section performed the following:

Assisted with the routine mowing of City parks
Assisted with spraying weeds at the Conaway Lot, playground wall, Main St(from Longwell Ave to Pennsylvania Ave) pool fence.
Assisted with pruning trees at JC Park, Tahoma Farm , Belle Grove Square Park and the Playground
Assisted with mowing of Sed. Ponds
Assisted with landscape inspection at General Dynamics
Assisted with trimming the hedge at the Armory

Building Maintenance section performed the following:

Assisted with working on the clock tower project
Assisted with working on installing meters at the Westminster Square Garage
Assisted with shower repair at the Family center
Assisted with Building inspection

Streets and Alleys section

Street Baskets---2.83T
Bulk trash---39.74T
Brush---20.T
Yard Waste---36.03T
Paper Recycling---.24T
Street Sweepings---5.65T
Tires---.0T
Metal---2.10T

Assisted with roll off dumpster for large pile of bulk trash
Assisted with milling black top on Old New Windsor Rd

Street Maintenance section

Assisted with sidewalk at the Locust Mall
Assisted in the streets and alleys
Assisted with storm drains at Medinah Circle
Assisted with milling black top on Old New Windsor Rd
Assisted with cold patched pot holes around town

UTILITY MAINTENANCE

WATER LEAKS:

351 Buck Cash RD (Private)
812 Hemingford (Private)
710 Johahn DR (Service)
365 Buck Cash RD (Private)
206 E. Main St (Service)

SEWER BLOCKAGES:

336 Manchester RD (Main)
29 Milton Ave (Private)
759 Johahn DR (Private)
82 W. Main St (Service)
320 Bishop Ct (Service)
314 Bishop Ct (Service)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Reading
43 High Water Bill Service Calls

REGULAR MAINTENANCE:

Flushing and Cleaning (Sewer Mains)
Fire Hydrants
Sewer Pumping Stations
Booster Stations and Storage Stations

ENGINEERING

Wakefield Valley Community Trail Extension. Engineer is working on completing design.

Nitrate Removal System for well #8: Engineer is designing the access road to the facility and design approach for radon.

WWTP ENR Project – Engineer submitted a proposal to develop construction documents for this project. City reviewed the Proposal and provided the Engineer with comments.

Water Meter Replacement Project- Contractor is working on the project.

I&I Study between MHs 18-37-73 and 18-3-73. Engineer is working on the study.

Storm Drain and Road Improvements on E. Green Street and Fitzhugh Avenue. Thomas, Bennett, Hunter, Inc. was selected as a general contractor for the project. TBH expects to start the project mid –October.

Replacement of Lighting Fixtures in City owned building- Currently developing construction documents for the project. The project is under review by the Maryland Energy Administration.

Gesell Well Water Treatment facility. Evaluating design proposals.

Respectfully submitted,

Marge Wolf
City Administrator